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MADAGASCAR

**SOLICITATION FOR A US Personal Service Contract (PSC)
PROGRAM OFFICE ADVISOR, GS-15 (not to exceed six months)**

I – GENERAL INFORMATION

- 1. SOLICITATION NUMBER** SOL-687-17-000002
- 2. ISSUANCE DATE** January 19, 2017
- 3. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS** February 9, 2017 – 18:00, Madagascar time
- 4. POSITION TITLE:** Program Office Advisor (Short Term)
- 5. MARKET VALUE:** The position is the equivalent of a GS-15 salary (basic salary ranging from \$103,972 to \$134,776 per annum). Final compensation will be based on individual's qualifications, salary and work history, experience and educational background. Salary above the top of the pay range will not be entertained or negotiated.
- 6. PERIOD OF PERFORMANCE:** Not to exceed 6 months
- 7. PLACE OF PERFORMANCE:** USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar
- 8. SECURITY ACCESS:** Facility and Computer Access
- 9. AREA OF CONSIDERATION:** United States (US) citizens

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

10. STATEMENT OF WORK/POSITION DESCRIPTION:

SCOPE OF WORK

A. BASIC FUNCTION OF THE POSITION

The Program Office Advisor (POA) works in USAID/Madagascar's Program Office and reports to the Supervisory Program Officer or designate. The POA's primary responsibility is to assist the Supervisory Program Officer in the management of the Program Office and in the conceptualization and development of multiple designs. The secondary responsibility will be to assist the fast-paced Program Office with other key Program Office functions such as: project development; performance management; strategy development; budget and strategic planning; and other Program Office functions as needed. The POA will also play an important quality assurance role, advising technical teams and offices on Agency and Mission policies, procedures, and guidelines related to performance management, program planning and management, reporting, and the program budget.

B. MAJOR ROLES AND RESPONSIBILITIES

The ideal candidate is a seasoned, experienced POA and who can immediately engage in complex tasks in the fast-paced USAID/Madagascar Mission. The POA will use his/her wide range of program skills, knowledge, abilities and experience to undertake the following responsibilities: Project Design and Management (PDM), strategy development; budget and performance management; communications; and program and project development.

A. Assistance with Designs in the areas of Democracy and Governance, Environment and Education:

This is the area of primary responsibility for the POA and the POA will spend the bulk of his/her time helping the Mission prepare for PDM for multiple designs. In coordination with Mission staff, the POA may provide advice on project design to ensure compliance with Agency and Mission policies as well as relevant USG legislation affecting Mission programming on the following designs:

1. Development of the Democracy, Rights and Governance (DRG) Project Appraisal Document (PAD).
2. Development of the Environment PAD.
3. Development of the Expanded Project Authorization Action Memo (EPAAM) for the Education design.

The POA will provide information and facilitate Mission discussions on developing the Mission's designs. Target groups to be involved include the Front Office, technical teams, and support offices. The POA will work closely on this task with all members of the Program Office including the Supervisory Program Officer, the Monitoring and Evaluation (M&E) team, the Development, Outreach and Communication (DOC) team, as well as the Mission Environment Officer.

In addition, the POA will assist, the Program Office and Mission with other key Program Office functions listed below.

B. Country Development Cooperation Strategy (CDCS) Management:

The POA may provide expertise to USAID/Madagascar's Program Office to develop the Mission's first CDCS. The POA may provide strategic guidance on a variety of key analytical products such as the concept note, the stocktaking exercise, gap analysis, and development of the results framework. Specifically, s/he will be actively involved in the following Program Office tasks:

1. Development of the CDCS Concept Note
2. Preparations for the Phase I DVC.
3. Planning and organizing the CDCS Retreat(s).
4. Drafting key components of the CDCS background documents.

C. Communications and Knowledge Management:

The POA may assist with the Mission's DOC efforts. The POA may be asked to provide strategic guidance on key communications efforts such as the developing and implementing a new Madagascar communication Mission Order and strategy, any new communications initiatives, and other related communications tasks.

D. Knowledge Management Strategic Direction:

The POA may provide strategic oversight to the Mission's knowledge management efforts to facilitate improved utilization of USAID/Madagascar information. The POA may provide expertise with various aspects or conceptualizing, developing, and implementing knowledge management efforts.

E. Additional key USAID/Madagascar Support:

The POA may support USAID/Madagascar through a wide variety of other assigned tasks that contain complicating elements. S/he may respond to urgent, complex information requests and action items as needed. The nature and content of the action items could vary widely from drafting a USAID/Madagascar information memo for the Ambassador that outlines the Mission's actions in a particular sector, preparing a decision memo for the Mission Director on a high-priority Mission issue, or other such tasks. The POA may also perform a variety of duties related to special projects involving programmatic issues and may manage cross-cutting initiatives.

C. PROGRAM COORDINATION

The POA may liaise with a wide range of high-level partners on programmatic issues within USAID in Antananarivo and Washington, the USG community in Antananarivo, and with other donors. S/he will interface regularly with all USAID/Madagascar offices on a variety of issues such as performance management, communications, knowledge management, and reporting - among others. The POA will also interface with relevant USAID/Washington officials on these and other issues as the need arises. As delegated by the Supervisory Program Officer, the POA may have contact with high-level officials within the interagency including the Embassy Front Office as well as within the Government of Madagascar.

11. POINT OF CONTACT

Dany Randrianatoavina
antananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 320 00

12. START DATE

The Contractor should be available to start as soon as possible, subject to appropriate medical clearance, a security background check, and completion of the Foreign Affairs Counter Threat (FACT) course.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

The incumbent should meet the following requirements in education, work experience, knowledge, and skills and abilities to be able to carry out the aforementioned duties and responsibilities

1. Education

Master's Degree; preferably in economics, political science, government, sociology/rural sociology, public administration, international development, business administration/management, development/area studies, or social studies. A minimum of seven years of international program and program development experience in a developing country context may be considered as a substitute for this education requirement, provided that the candidate has at least two years of university-level education.

2. Prior Relevant and Overseas work Experience

At least eight years of relevant experience in a developing country context. Relevant experience is defined as developing, managing, and evaluating development programs, including strategic planning and performance-based management and budgeting, and project design and feasibility. Previous experience working with a USAID program office is strongly preferred.

3. Knowledge, Skills and Abilities

Demonstrated knowledge of broad, multi-sectoral development issues and familiarity with two or more of the following sectors or program areas: democracy and governance, institutional development and capacity building, community development, private sector development, agriculture/agribusiness, and environment. Incumbent must have a thorough knowledge and understanding of the workings of a program office with experience in project design and strategic planning processes. Knowledge of Madagascar's economic, political, social and cultural characteristics, as well as an understanding of M&E and international development assistance functions, are desirable.

III – SELECTION

A- SELECTION FACTORS

The following factors determine the basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.

- Applicant is a U.S. Citizen;
- Submission of a current resume, with complete contact information. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Signed USPSC Application form AID 302-3. Applicants are required to complete sections A through I;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs);
- Ability to obtain and maintain facility and access clearance as provided by USAID;
- Ability to obtain medical clearance;

B- QUALITY RANKING FACTORS (QRFs)

Applicants who meet the minimum qualifications (education/work experience) and selection factors will be further evaluated based on the Quality Ranking Factors (QRF) listed below. Applicants are strongly encouraged to address each of the factors on a separate sheet, describing specifically the experience, training, and/or education that s/he has relevant to each factor. Please include your name and the announcement number at the top of each page.

- Knowledge of and experience with strategy development, including the formulation of Results Frameworks and producing assessments and analyses. **(30 points)**
- Experience with designing projects and activities in multiple sectors. **(20 points)**
- Experience with and a strong understanding of communications, outreach and knowledge management, including the ability to produce clear and concise communications products for internal and external purposes. **(20 points)**
- Experience in managing the monitoring and evaluation of activities across multiple sectors. **(15 points)**
- Experience and skills in managing and coordinating activities and initiatives across multiple technical areas simultaneously. **(15 points)**

Total possible points = 100

IV. APPLYING

For an applicant to be considered for this position, s/he must adhere to the following guidelines and complete, sign and submit the following forms. This will enable the evaluation committee to thoroughly and objectively review the application vis-a-vis the requirements of the position.

1. AID 302-3, Offeror Information For Personal Services Contract Form

Qualified applicants are requested to submit a complete and hand-signed Offeror Information For Personal Services Contract (AID 302-3) form available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. Resume/Curriculum Vitae

Applicants will submit a resume or a curriculum vitae containing the following information:

- a) Personal Information: Full name, mailing address (with zip/postal code), email address, day and evening phone numbers, and if applicable highest federal civilian grade held (also give job series and dates held);
- b) Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements. This may include information that was listed in the AID 302-3 form.

3. Appendix

Supplemental document specifically addressing the Quality Ranking Factors (QRF) shown in the solicitation: applicants are required to address each of the QRF on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Other pertinent information related to the qualifications required for the position, including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested). Be sure to include your name and the announcement number at the top of each additional page. Failure to address the QRF will result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

4. Reference Persons

Applicants are required to provide five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be

contacted as a reference check, this should be stated in the applicant's AID 302-3 form and/or resume. The interviewing committee will delay such reference check pending communication with the applicant.

5. Application Submission

Applications must be received by February 9 2017, 18:00 local time via email at the address:
antananarivoUSAIDHR@usaid.gov

Please note that attachments to e-mail must be in Word format (.doc) and Adobe Acrobat format (.pdf) only. Applications in zip or other compressed formats will be rejected.

6. Marking Application

To ensure consideration of applicants for the intended position, please mark on your e-mail subject line:

SOL-687-17-000002 *[your name]*

7. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer (CO) determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 18:00, local time (GMT+3), on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information. USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

V. LIST OF REQUIRED FORMS FOR PSCs

- AID 302-3. Available at <http://www.usaid.gov/forms>

Once the CO informs the successful Applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

- DS 6561, Pre-Assignment for Overseas Duty for Non-Foreign Service Personnel. Found at <http://www.state.gov/m/med/c35188.htm>
- SF-85, Questionnaire for Non-Sensitive Positions
- SF-86, Questionnaire for Sensitive Positions (for National Security)
- Finger Print Card
- Fair Credit Reporting Act of 1970, as Amended (AID 500-4)
- Foreign Activity Data (AID 6-85)
- SF-144, Statement of Prior Service - Worksheet

CLEARANCES

i) Medical Clearance: Prior to signing a contract, the selected individual will be required to obtain a medical clearance or waiver to work in Madagascar. Instructions for obtaining the medical clearance

will be forwarded to the selected individual once negotiations have been concluded.

ii) Security Clearance: Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

iii) FACT course: After the signature of the contract, the selected individual will be authorized to travel to Antananarivo after successfully completing the CT-650, the Foreign Affairs Counter Threat (FACT) course. USAID/Madagascar will enroll the Contractor in the course. FACT is mandatory training for all personnel assigned to work for more than 45 cumulative days in a calendar year at any of the FACT designated posts. USAID/Madagascar is a designated FACT training required post. If the Contractor has taken the FACT course within the last four and half years, prior the arrival to Antananarivo, FACT course prior to arrival at post is not required.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (however, as conditions at post change, benefits and allowances may also be changed):

1. Benefits:

- a) Employee's FICA Contribution
- b) Annual Contribution towards Health and Life Insurance
- c) Pay Comparability Adjustment - - Annual across the board salary increase for USG employees and USPSCs
- d) Worker's Compensation
- e) Vacation and Sick Leave
- f) Access to Health Unit if employee and/or dependents are medically cleared to serve at post of assignment

2. Allowances (If Applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- a) Post Differential (Section 500)
- b) Living Quarters Allowance (Section 130)
- c) Temporary Lodging Allowance (Section 120)
- d) Post Allowance (COLA)(Section 220)
- e) Supplemental Post Allowance (Section 230)
- f) Payment During Evacuation (Section 600)
- g) Education Allowance (Section 270)
- h) Separate Maintenance Allowance (Section 260)
- i) Educational Travel (Section 280)

3. In-Kind Allowances:

The US Government will provide the following in-kind allowances, on par with US Direct Hires at the same location, in lieu of some allowances in paragraph "2. Allowances (If Applicable)" above:

- a) Housing
- b) Furniture

- c) Appliances
- d) Furnishings (drapes/blinds, rugs, lights, etc.)
- e) Utilities
- f) Guard Services for Residence

4. Federal and State Taxes:

- a. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes and these will be withheld from compensation payments.
- b. State Taxes: USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee's state of official residence.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

USAID Regulations:

The applicable Acquisition and Assistance Policy Directives (AAPDs) can be found at:
<http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date
AAPD 16-03	Expanded Incentive Awards for PSCs with Individuals Issued: June 15, 2016
AAPD 15-02	Authorization of Family and Medical Leave for U.S. PSCs
AAPD 10-03 Amend.01	AIDAR, APPENDIX D: Implementing Benefits For Same-Sex Domestic Partners Of USPSCs – 08/22/11
AAPD 10-03	AIDAR, Appendix D: Implementing Benefits For Same-Sex Domestic Partners Of USPSCs – 04/12/10
AAPD 10-01	Changes In USG Reimbursement Amounts For Health Insurance And Physical Examination Costs – 01/08/10
AAPD 06-10	PSC Medical Expense Payment Responsibility – October 30, 2006
CIB 01-07	Clarification of the Extension/Renewal Policy Regarding PSCs – 03/23/01
CIB 98-12	Guidance Regarding Advertisement of PSCs, and Requirements for Evaluating Applications for PSCs – 04/98

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION